National Railroad Passenger Corporation
800 NW 6th Avenue Rm 250
Portland OR 97209-3789
[Office] 503-519-4696 [Fax] 202-799-6527

Amtrak Hotel Authorization

Date:	June 14, 2025	Accommodation for 1 Night(s)
Hotel:	Crowne Plaza	
NAME:	[redacted]	

#In Party	1		
Reservation #	[redacted]		
Cab Vouchers / If Applicable	SHUTTLE		
Meal Allowance at Hotel Restaurant (Crown Plaza):	Credit Amount/Meal	Passenger Count:	Total Credit for Stay:
• Breakfast	10.00/PERSON	1	$10.00
• Lunch	10.00/PERSON	1	$10.00
• Dinner	20.00/PERSON	1	$20.00
Total			$40.00

Only the actual daily room charges will be paid by Amtrak at the District Office in Portland, in accordance with our hotel agreement. The passengers will handle all charges to the room other than the lodging charge and meal credit where applicable. PASSENGERS HAVE BEEN ADVISED AND WILL BE REQUIRED TO PROVIDE A PERSONAL CREDIT CARD FOR INCIDENTALS AT THE HOST HOTEL.

☒	**Crowne Plaza 1441 NE 2nd St Portland OR 97232**	*If passenger does not have personal credit card or an authorization form, Park Lane will accept Amtrak Authorization form. Passenger is responsible for any additional charges/damages which may impact ability to continue to travel. Crowne Plaza and Oxford Suites will require a personal credit card for incidentals. The room will not be charged to this card but any and all incidentals with exception of meal credit will need to be covered by the passenger's personal credit card.*
☐	**Park Lane 809 SW King St Portland OR 97205**	
☐	**Oxford Suites 12226 N Jantzen Dr Portland OR 97217**	

Comments: B.TR.100150.5761 – Train 14(13) trespasser strike missed connection to Trian 28(14)

Notice to Hotel: Amtrak is tax exempt for all room takes and surcharges in accordance with Public Law 92-257, (49 USC §24301(L) which incorporates 45 USC § 546 (b).) Enacted by Congress which specifically exempts Amtrak from paying State and Local taxes on purchases of goods or services, including hotel occupancy taxes where Amtrak is directly paying the charges. Tax exemption documents have been filed with the appropriate State Agency.

Passenger signature:	X [redacted]
Authorized by:	[redacted] / DM